

Ryan White Part B Program Re-certification Form (February 2018)

Office Use Only: CM Agency: ☐ C1A ☐ UAF Assisted Client with Application: _____
Case Manager Contact for Application Follow-Up: _____
☐ DPI ☐ MP ☐ Employer ☐ COBRA ☐ Medicare Part D ☐ ADAP-M ☐ CM Only
☐ Supportive Service(s): _____
☐ Request to Expedite by: _____/_____/_____

1. Applicant Information

Legal Name (Last, First, Middle): _____
 Preferred Name: _____
 Date of Birth: _____/_____/_____ C1A MRN: _____ ☐ UAF Not Applicable
 Current Gender: ☐ Male ☐ Female ☐ Transgender (Male to Female) ☐ Transgender (Female to Male) ☐ Refused

2. Applicant Contact Information

☐ Do not contact me by mail.

Physical Address: Street: _____ Apt #: _____
 City: _____ County: _____ State: _____ ZIP: _____
 Mailing Address (If different from Physical Address): Street or PO Box _____
 Apt #: _____ City: _____ State: _____ ZIP: _____
 Preferred Phone #: _____ E-mail: _____
 The Program has my permission to text and/or e-mail me: ☐ Yes ☐ No

3. HIV Status Are you currently taking HIV medications? ☐ Yes ☐ No

4. Proof of Utah Residency

Submit at least one of the following documents that features your name and your Utah street address:

<ul style="list-style-type: none"> • Bill • A document issued by the State of Utah • A document issued by the United States Federal Government • Bank Statement • Rent / Mortgage Agreement 	<ul style="list-style-type: none"> • Current Utah ID • Current Utah Driver License • Homeless Shelter Voucher • Federal IRS Tax Transcript • Paystub/Earnings Statement 	<ul style="list-style-type: none"> • Statement of Support • Official Medical Documentation
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5. Housing Status ☐ Stable Permanent Housing ☐ Temporary Housing ☐ Unstable Housing

6. Authorization for Release of Information

☐ Not Applicable
☐ I hereby authorize the Utah Department of Health, Ryan White Part B Program to release information to the following individual(s):
 Name (please print): _____ Relation: _____
 Name (please print): _____ Relation: _____
 Name (please print): _____ Relation: _____

This request and authorization applies to information gathered through Utah Ryan White Part B Program activities.
 I understand that my records are protected under Federal regulations and cannot be disclosed without my written consent unless otherwise provided for under the regulations. This document serves as my consent for the release of information to the individual(s) set forth above. I also understand that I may revoke this consent at any time, in writing, except to the extent that action has been taken in reliance on it.

7. Household Size & Marital Status

Married: ☐ No ☐ Yes Spouse name, if also applying: _____ Household Size: _____

8a. Proof of Income

Do you (just you, not other household members) receive an income? ☐ No ☐ Yes

If YES, are you employed? ☐ No ☐ Yes

If YES, do you work 30 or more hours per week? ☐ No ☐ Yes

Does your spouse receive an income? ☐ No ☐ Yes ☐ Not married ☐ I'm separated; I receive no financial support from my spouse

If YES, is your spouse employed? ☐ No ☐ Yes

If YES, does your spouse work 30 or more hours per week? ☐ No ☐ Yes

Submit at least one of the following documents that verifies your household income.

If you are married, you are also required to provide verification of your spouse's income.

• Affidavit of Zero/Informal Income—**complete section 8b on the next page** (i.e., your household receives none of the listed sources of income, or income from any other source). *If you are married, an Affidavit of Zero Income is not required from your spouse if they have no income. You are instead required to indicate you are married with no spousal income on this application form.*

• One (1) current Paystub/Earnings Statement

• Forms/documentation that verify self-employment income (e.g., IRS Form Schedule C or E)

• Social Security/Disability Letter or Bank Statement documenting consistent and consecutive Social Security/Disability deposit amounts

• Supplemental Security Income (SSI) Letter or Bank Statement documenting consistent and consecutive SSI deposit amounts

• Unemployment Statement from the Department of Workforce Services (DWS)

• General Assistance Letter from DWS

• Pension Letter

• I do not receive any of the listed sources of income. My spouse or other household member(s) does receive income. *If you are married, an Affidavit of Zero Income is not required from you if your spouse has income and you do not. You are instead required to indicate you are not employed on this form and submit your spouse's income documentation.*

MONTHLY INCOME AMOUNT

Enter information below for your income. Write \$0 if none.

Wages/Salary _____ Commission/Tips _____ Unemployment _____

Pension/Retirement _____ Social Security _____ Interest Dividends _____

Other Income _____ General Assistance _____ Rent other people pay you _____

Enter information below for all other household members. Include your spouse's income. Write \$0 if none.

☐ Not applicable; my household size is 1.

Wages/Salary _____ Commission/Tips _____ Unemployment _____

Pension/Retirement _____ Social Security _____ Interest Dividends _____

Other Income _____ General Assistance _____ Rent other people pay spouse _____

REQUIREMENT TO UPDATE AND COOPERATE: I understand that I am required to report any changes in income or money received, family composition and contact information (address, phone). I understand I am required to supply all information needed to determine my level of benefits or verify my true circumstances. Cooperation includes completion and execution of all required forms and releases. I understand that failure to cooperate or provide correct information may lead to either delays or denial/termination of services.

AUTHORIZATION TO VERIFY INFORMATION: I understand that all information on this form may be verified by the Ryan White Part B Program.

INFORMATION SUPPLIED IS TRUE AND COMPLETE: I certify all the information provided on this form is accurate and complete to the best of my knowledge. 18 USC 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement of entry, in any manner within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000, imprisoned for not more than five years, or both.

8b. Proof of Income☐ **AFFIDAVIT OF ZERO INCOME**

I hereby attest that my household is not currently receiving or expecting to receive any of the income types listed below.

How do you pay for your financial obligations? _____

☐ **AFFIDAVIT OF INFORMAL INCOME**

I hereby attest that my household is currently receiving or expecting to receive the income type(s) and amount(s) indicated below.

Source of informal income: _____

INSTRUCTIONS

Monthly amount must be indicated for each type of income, even if the amount is \$0. Blank monthly amounts are unacceptable. The income type(s) and monthly amount(s) indicated below must match what is reported elsewhere on this application form to serve as income verification.

Type of Income	Monthly Amount	Type of Income	Monthly Amount	Type of Income	Monthly Amount
Wages & Overtime		Social Security Income		Alimony	
Sick or Vacation Pay		Supplemental Security Income		Sale of Assets	
Unemployment		Welfare/TANF		Inheritances	
Self-Employment		Pension		General Assistance	
Tips		401(k) or IRA		Veterans Administration	
Commissions or Bonus		Annuity or Insurance Benefits		Death Benefits	
Worker's Compensation		Interest or Dividends		Rent other people pay you/ spouse	
Military Pay/Allowance		Severance Pay			
Cash Earnings		Other: (Please explain)			

9. Health Insurance

Select all of the health insurance types you have:

- ☐ Private-Individual (Direct Purchase / Marketplace / COBRA)
- ☐ Private-Employer
- ☐ Medicare Part A/B
- ☐ Medicare Part D
- ☐ Medicaid, Children's Health Insurance Program (CHIP), or other public plan
- ☐ Veterans Health Administration (VA), Tricare or other military health care
- ☐ Indian Health Services (IHS)
- ☐ Other Plan: _____

☐ No health insurance / uninsured:

- ☐ I decline health insurance available to me.
- ☐ Open enrollment is currently closed and I have not had and do not foresee having a qualifying life event. I will enroll during next open enrollment.
- ☐ It is currently open enrollment and I need medications while pursuing health insurance (30-day supply of meds).
- ☐ I am newly establishing / re-establishing care and will work with my case manager to enroll (30-day supply of meds).
- ☐ My case manager has determined that I am not a good candidate for health insurance.
Your case manager must submit written justification.
- ☐ I am eligible for insurance through my employer, COBRA, spouse, partner, parent, Medicare, the Marketplace, or Ryan White Part B.
Coverage Effective: _____ / _____ / _____
- ☐ Other *Your case manager must submit written justification.*

10. Medicaid

Are you enrolled in Medicaid?

- ☐ Yes, I am enrolled I have Primary Care Network (PCN): ☐ No ☐ Yes I have Targeted Adult Medicaid (TAM): ☐ No ☐ Yes
☐ I have Pregnant Women's Program and coverage is estimated to end _____ / _____ / _____
- ☐ I applied, but was denied. Denial Reason: _____
- ☐ I am still awaiting a decision about my Medicaid eligibility:
 - ☐ Application pending submission
 - ☐ Application submission date: _____
- ☐ No, I have not applied because:
 - ☐ I am a non-disabled adult and do not meet TAM eligibility requirements thus ineligible
 - ☐ I am undocumented thus ineligible
 - ☐ My income and/or assets exceed Medicaid eligibility requirements
 - ☐ I am eligible for health insurance through my employer (including COBRA) thus ineligible
 - ☐ I am eligible for health insurance through my spouse/partner/parent/other thus ineligible
 - ☐ I enrolled through the Marketplace thus already screened for Medicaid and found ineligible
 - ☐ Other reason(s) I have not applied for Medicaid *Your case manager must submit written justification.*

11. Employer, Spouse, Parent, Medicare or Marketplace Health Insurance

Do you have health insurance through an employer, COBRA, spouse, partner, parent, Medicare or Marketplace?

- ☐ No—complete section 11b on page 5
- ☐ Yes—complete section 11a below

11a. Health Insurance Coverage through an Employer, Spouse, Parent, Medicare or the Marketplace

I am enrolled in health insurance coverage through: ☐ Employer ☐ COBRA ☐ Spouse ☐ Partner ☐ Parent
☐ Marketplace ☐ Medicare ☐ Other: _____

If you are not already enrolled but will be eligible to enroll in the future, then you will also need to submit plan detail and enrollment and effective date documentation.

Plan Name: _____

Health Insurance Company Name: _____

Policy Holder Name: _____

Effective Date: _____ / _____ / _____ Plan Year: _____ to _____

HIV Provider In-Network? ☐ Yes ☐ No

Start Month

End Month

Access to HIV Medications? ☐ Yes ☐ No

Individual Out of Pocket Maximum: _____

11b. No Health Insurance Coverage through an Employer, Spouse, or ParentNo Employer Health Insurance

- | | |
|---|---|
| <input type="checkbox"/> I am unemployed | <input type="checkbox"/> My employer does not offer it to anyone |
| <input type="checkbox"/> My employer does offer it, but I am not eligible: | <input type="checkbox"/> I am self-employed and do not offer it to anyone |
| <input type="checkbox"/> I am undocumented | <input type="checkbox"/> My employer does offer it, but: |
| <input type="checkbox"/> It is a new job and I am eligible: <i>*Documentation required</i> | <input type="checkbox"/> Coverage is insufficient <i>*Documentation required</i> |
| Enrollment date ____/____/____ | <input type="checkbox"/> Coverage is unaffordable <i>*Documentation required</i> |
| Effective date ____/____/____ | <input type="checkbox"/> I decline health insurance available to me and choose to be uninsured |
| <input type="checkbox"/> I missed the open enrollment period <i>*Documentation required</i> | <input type="checkbox"/> My case manager has determined that I am not a good candidate for health insurance |
| Enrollment date ____/____/____ | <i>*Documentation required</i> |
| Effective date ____/____/____ | <input type="checkbox"/> Other <i>*Documentation required</i> |
| <input type="checkbox"/> I work part-time | |
| <input type="checkbox"/> I work full-time, but am ineligible <i>*Documentation required</i> | |
| <input type="checkbox"/> Other <i>*Documentation required</i> | |

No Health Insurance through Spouse

- | | |
|---|---|
| <input type="checkbox"/> I am not married | <input type="checkbox"/> My spouse is unemployed |
| <input type="checkbox"/> My spouse's employer does offer it, but I am not eligible: | <input type="checkbox"/> My spouse's employer does not offer it to anyone |
| <input type="checkbox"/> I am undocumented | <input type="checkbox"/> My spouse's employer does offer it, but: |
| <input type="checkbox"/> My spouse is undocumented | <input type="checkbox"/> Coverage is insufficient <i>*Documentation required</i> |
| <input type="checkbox"/> It is a new job and I am eligible: <i>*Documentation required</i> | <input type="checkbox"/> Coverage is unaffordable <i>*Documentation required</i> |
| Enrollment date ____/____/____ | <input type="checkbox"/> I decline health insurance available to me and choose to be uninsured |
| Effective date ____/____/____ | <input type="checkbox"/> My case manager has determined that I am not a good candidate for health insurance |
| <input type="checkbox"/> I missed the open enrollment period <i>*Documentation required</i> | <i>*Documentation required</i> |
| Enrollment date ____/____/____ | <input type="checkbox"/> Other <i>*Documentation required</i> |
| Effective date ____/____/____ | <input type="checkbox"/> My spouse refuses to offer it to me |
| <input type="checkbox"/> Spouse works part-time | <input type="checkbox"/> I am not in contact with my spouse |
| <input type="checkbox"/> Spouse works full-time, but is ineligible <i>*Documentation required</i> | <input type="checkbox"/> I am separated; I receive no health insurance support from my spouse |
| <input type="checkbox"/> Other <i>*Documentation required</i> | |
| <input type="checkbox"/> My spouse is self-employed and does not offer it to anyone | |
| <input type="checkbox"/> My spouse is deceased and I am not re-married | |

No Health Insurance through Parent

- | | |
|---|---|
| <input type="checkbox"/> I am age 26 or older | <input type="checkbox"/> My parent's employer does not offer it to anyone |
| <input type="checkbox"/> My parent(s) is unemployed | <input type="checkbox"/> My parent(s) is deceased |
| <input type="checkbox"/> I am not in contact with either of my parents | <input type="checkbox"/> My parent(s) refuses to offer it to me |
| <input type="checkbox"/> My parent's employer does offer it, but I am not eligible: | <input type="checkbox"/> My parent's employer does offer it, but: |
| <input type="checkbox"/> I am undocumented | <input type="checkbox"/> Coverage is insufficient <i>*Documentation required</i> |
| <input type="checkbox"/> It is a new job and I am eligible: <i>*Documentation required</i> | <input type="checkbox"/> Coverage is unaffordable <i>*Documentation required</i> |
| Enrollment date ____/____/____ | <input type="checkbox"/> I decline health insurance available to me and choose to be uninsured |
| Effective date ____/____/____ | <input type="checkbox"/> My case manager has determined that I am not a good candidate for health insurance |
| <input type="checkbox"/> I missed the open enrollment period <i>*Documentation required</i> | <i>*Documentation required</i> |
| Enrollment date ____/____/____ | <input type="checkbox"/> I decline being on my parent(s) plan |
| Effective date ____/____/____ | <i>*Documentation required if seeking insurance services</i> |
| <input type="checkbox"/> Parent works part-time | <input type="checkbox"/> Other <i>*Documentation required</i> |
| <input type="checkbox"/> Parent works full-time, but is ineligible <i>*Documentation required</i> | |
| <input type="checkbox"/> Other <i>*Documentation required</i> | |
| <input type="checkbox"/> My parent(s) is self-employed and does not offer it to anyone | |

12. Client Rights & Responsibilities

Clients accessing ADAP Health Insurance (ADAP-I) Services:

The Utah Ryan White Part B Program (Part B Program) is helping to pay for my health insurance premiums, deductibles, co-insurance, and co-payments through ADAP-I services. I understand that I have the following responsibilities in order to continue receiving this help.

- I understand that I am the policyholder of my insurance plan being paid for by the Part B Program and I have the responsibility of sharing any letters, bills, and communication I receive from the insurance company with my case manager.
- I understand that I have the responsibility to re-certify with the Part B Program every six months or I risk having my insurance plan cancelled. If I do not re-certify I am considered ineligible for the Part B Program and I am responsible for paying back any Part B Program money spent on my insurance during the time I did not recertify, which may include monthly premiums, deductibles, co-insurance, and/or co-payments.
- I understand that if I receive a refund check from the insurance company that I have the responsibility to return this money to the Part B Program. I understand that if I do not make payment arrangements with the Part B Program I will not be eligible to continue receiving Part B Program services.
- I understand that if I receive a refund on my tax returns due to underpayment of premium tax credits through the Health Insurance Marketplace that I have the responsibility to return this money to the Part B Program. I understand that if I do not make payment arrangements with the Part B Program I will not be eligible to continue receiving Part B Program services.
- I understand that if I do owe the Part B Program any money due to insurance over-payment, failure to re-certify every six months, due to underpayment of premium tax credits on the Marketplace, or other reasons then I can enter into a payment plan to continue receiving help from the Part B Program.
- I understand that if I do not return any money owed to the Part B Program and do not arrange for payment, I will not continue receiving help from the Part B Program.

Clients with no health insurance accessing ADAP Medication (ADAP-M) Services:

If you do not have health insurance, for any reason, and want to keep getting services from the Ryan White Part B Program (Part B Program), including ADAP- Medication Assistance (ADAP-M), there may be serious consequences.

- Under the Affordable Care Act (ACA), the penalty for not having health insurance in 2018 is \$695.00 per person or 2.5% of your yearly household income, whichever is more. The Part B Program **will not** help you pay this penalty. You will have to pay the penalty yourself. Some people may be exempt from the penalty (not have to pay). For example, if you do not make enough money to file a tax return, you may be exempt from the penalty.
- If you do not have health insurance and are enrolled in the Part B Program, then you will only be able to get medications listed on the ADAP-M Formulary and only be able to see Part B Program doctors and providers.
- If the Part B Program does not have enough money to help everyone, there will be people placed on a wait-list. The people who choose to not get health insurance but could have may have their place on the wait-list affected by this choice.

13. Disclosure Consent

I understand that my records are protected under State and Federal regulations and cannot be disclosed without my written consent. I understand that information can be released for billing, chart audits, program monitoring/quality management, data reporting, health insurance, needs assessment purposes and the provision of services. This document serves as my consent for the release of information. I also understand that I may revoke this consent at any time, in writing, except to the extent that action has been taken in reliance on it.

14. Certification of Application Accuracy & Completeness

I certify that all information contained within and submitted with this application is true, correct, and complete to the best of my knowledge. I realize that providing false information may disqualify me from Ryan White Part B Program services. The Ryan White Part B Program cannot pay for services that have been paid or can reasonably be paid by any State, Federal or private entity that provides health benefits.

Applicant's Signature: _____ Date: _____

If you have any questions, then please call:

Clinic 1A: 801-585-2670

Utah AIDS Foundation: 801-487-2323

Utah Department of Health: 801-538-6197